



Washington State Department of Transportation

After notice of the layoff, but before receiving an official layoff letter:

- ☐ **Someone from the Recruitment, Transition and Career Services unit will contact you in order to:**
 - Set up your name on the internal layoff database (WFSE, non-rep and WMS employees)
 - Help you find out if you qualify for the [GGTP](#) and Statewide Layoff lists (WFSE, non-rep and WMS employees).
 - Orient you with the [WSDOT Career Services Website](#).
- ☐ **Attend a Layoff Information Session.**

Web resource:
<http://www.dop.wa.gov/more/LayoffSupport/EmployeeLayoffInfo/Pages/Presentations.aspx>

Note: Currently sessions are only available in Olympia, WA. Please contact DOP @ Phone: 360 664-1960. Toll free: 877 664-1960. TTY: 360 664-6211 to check availability in your area.
- ☐ **Consider attending the Job Hunter Workshop Series at your local WorkSource center:**
 - Create or update your resume and cover letter
 - Seek employment outside of state government
 - Learn about retraining programs
 - Networking
 - Explore a career change
 - Prepare for job interviews

Web resource: www.go2worksource.com (Washington State)
<http://www.careeronestop.org> (Federal site)
- ☐ **Visit the DOP Layoff Information Center at 521 Capitol Way South in Olympia, or call for assistance with your job searches or for other additional resources.**

Phone: 360 664-1960. Toll free: 877 664-1960. TTY: 360 664-6211
- ☐ **Consider educational opportunities to expand your skills by accessing information available at state institutions.**

Web resources: <http://www.hecb.wa.gov/quickfacts/index.asp>,
<http://checkoutacollege.com>, www.waol.org/,
<http://www.hecb.wa.gov/quickfacts/documents/Part1forWeb.pdf> and
www.careerbridge.wa.gov.
- ☐ **Consider contacting the Employee Assistance Program for help developing an action plan of next steps, personal and/or professional.**

Web resource: <http://www.dop.wa.gov/more/EAP/Pages/default.aspx> Toll free: 877 313-4455
- ☐ **Visit the Washington State Department of Financial Institutions' website to review information to assist in managing credit, debt, and assessing financial resources.**

Web resource: <http://dfi.wa.gov/financial-education>
Phone: 360 902-8822. Toll free: 877 746-4334. TTY: 360 664-8126